

**UNITED STATES DEPARTMENT OF AGRICULTURE**

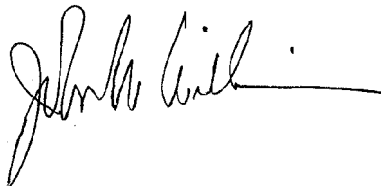
Farm Service Agency  
Washington, DC 20250

**Notice FI-2531**

**For:** FSA Offices

**Short Distance Rule for Relocations**

**Approved by:** Deputy Administrator, Management



**1 Granting Exceptions to the 50-Mile Rule**

**A**

**Background**

An amendment to the Federal Travel Regulation, Chapter 302, which affected all relocations that occurred on or after February 19, 2002, increased the mileage distance requirement for a short-distance relocation from 10 to 50 miles. Under the new rule, an employee is **not** entitled to reimbursement for relocation if the new duty station is less than 50 miles from the old duty station.

**B**

**Purpose**

This notice provides procedures for requesting exceptions to the 50-mile rule.

**C**

**Exceptions to the 50-Mile Rule**

FSA may grant exceptions to the 50-mile rule, on a case-by-case basis, when it has been determined that a relocation is in the best interest of the Government and any of the following criteria are met:

- the one-way commuting pattern between the old and new official station increases by at least 10 miles but no more than 50 miles
- there is an increase in the commuting time to the new official station
- a financial hardship is imposed because of increased commuting costs.

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**Disposal Date**

May 1, 2003

**Distribution**

All FSA Offices; State Offices relay to County Offices

## Notice FI-2531

### 1 Granting Exceptions to the 50-Mile Rule (Continued)

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#### D

##### **Procedures for Requesting Exceptions**

Offices must submit an exception letter to the Director, Financial Management Division, requesting an exception to the 50-mile rule. Letters should address the criteria stated in subparagraph C, as well as the following:

- the mileage differences between residences and old/new duty stations
  - total estimated cost for each transfer
  - any additional supporting information that would aid in determining whether or not relocation allowances should be granted.
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#### E

##### **Contact**

Direct questions to the Accounting and Travel Policy Section at 703-305-1408.

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